

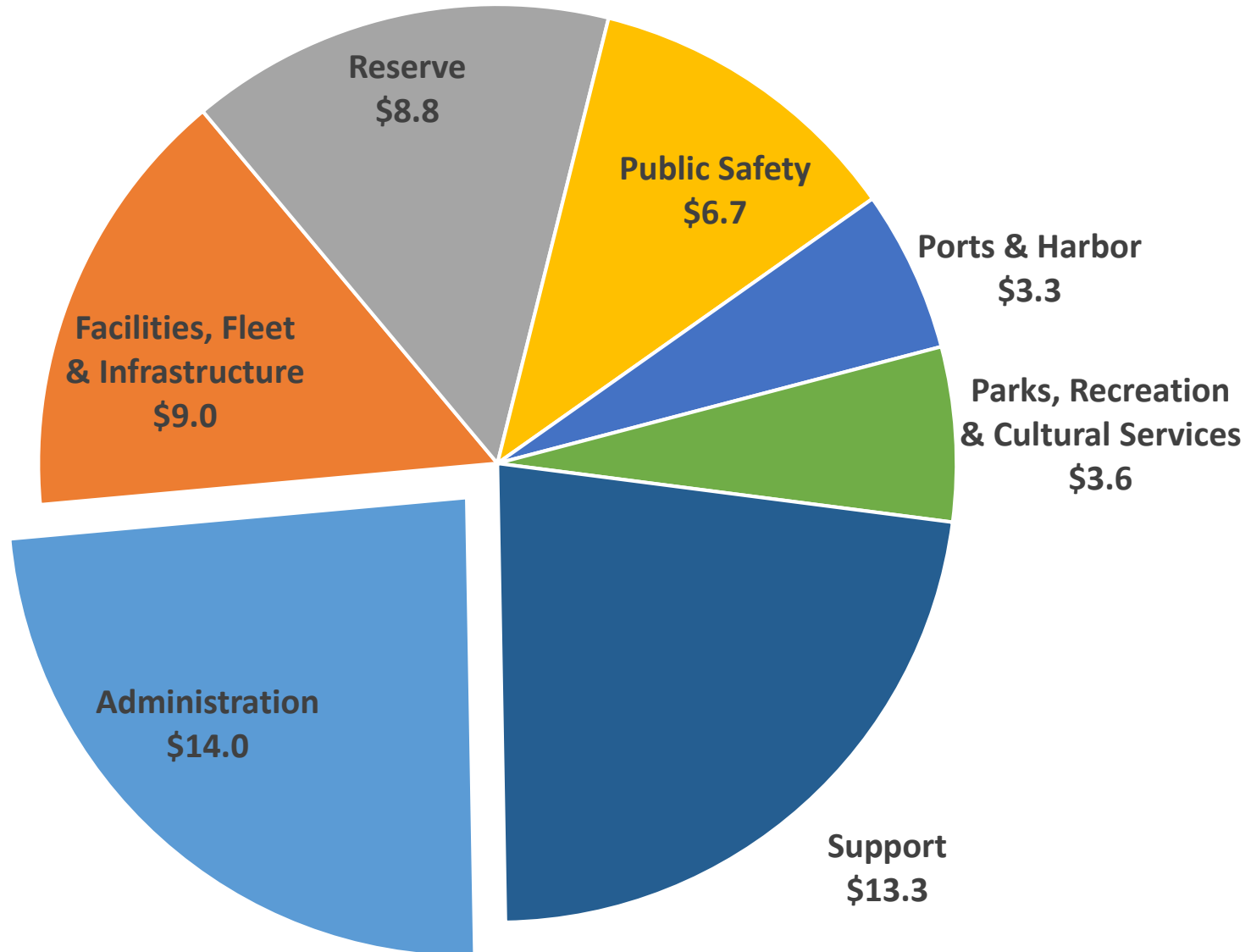
Budget Workshop Agenda:

Thursday, October 10th, 2019

Administration Division

- Administration (City Manager)
- City Clerk
- City Council
- Community Development (Planning)
- Economic Development
 - Events
 - VHIA (Housing)
- Finance
- Human Resources
- Thursday, October 17th
- Information Services
 - Technology Reserve
- Preview of Thursday, October 17th Workshop

Total Appropriations \$58.9MM

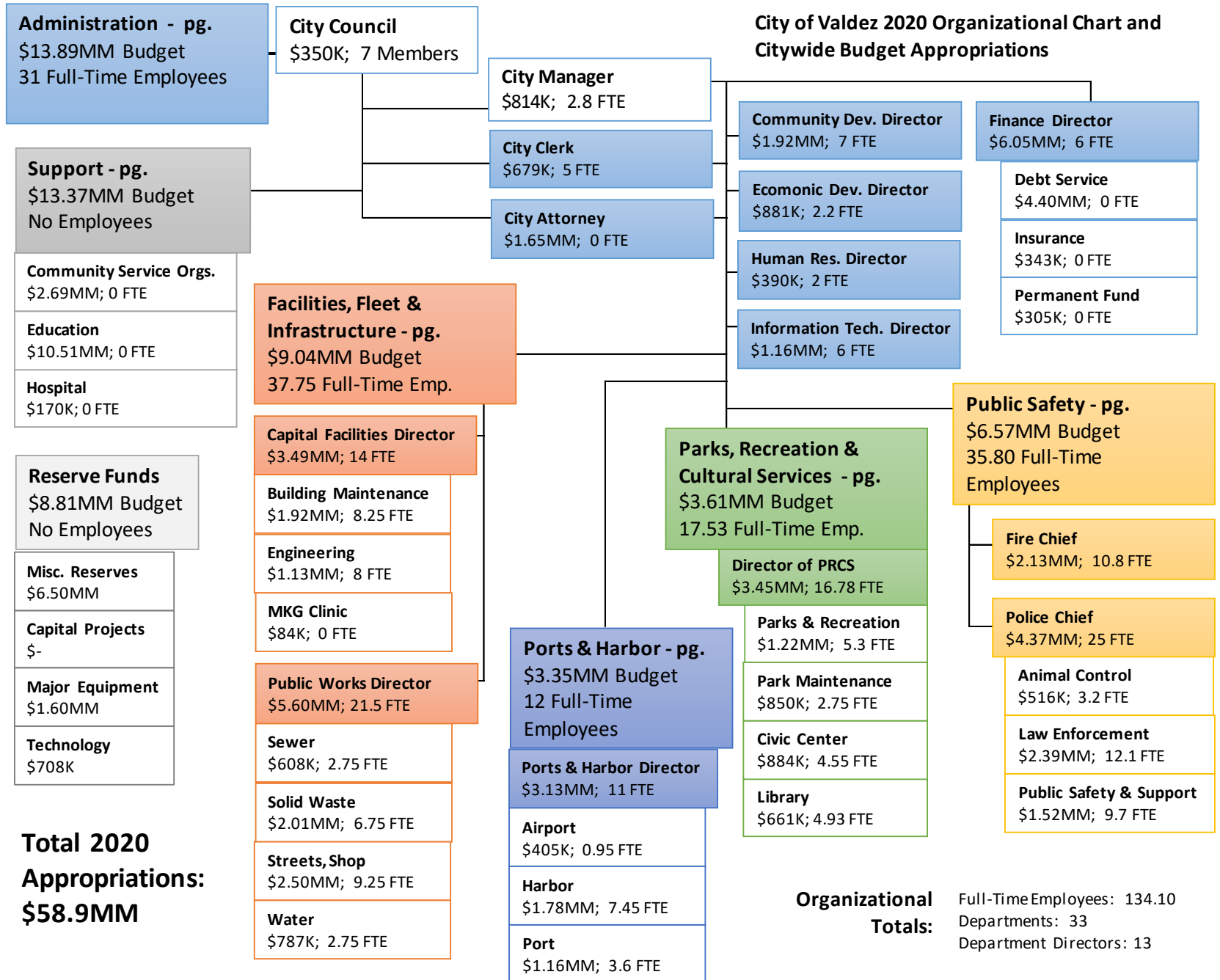


Administration

One of five staffed divisions

- Council
- City Manager, ACM
- Clerk & Attorney
- Five other Directors

\$13.9MM Expenses
31 FTEs

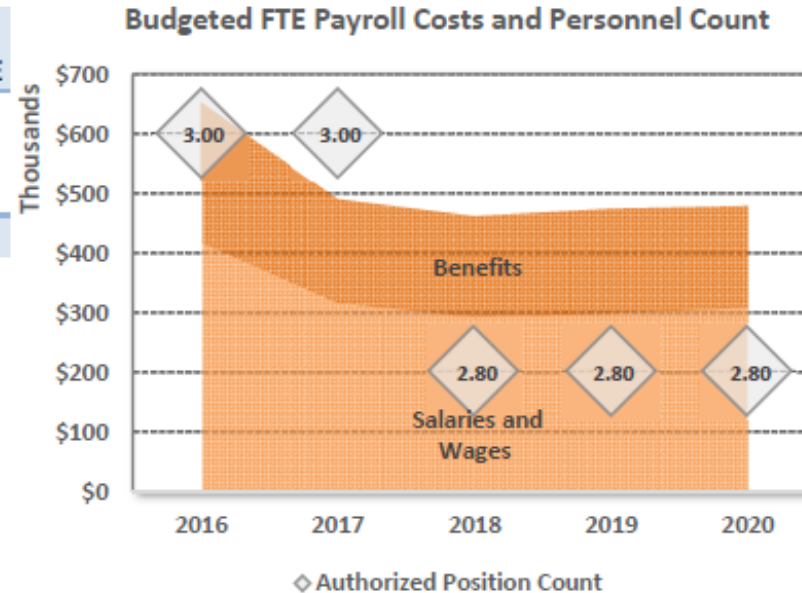


ADMINISTRATION

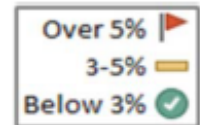
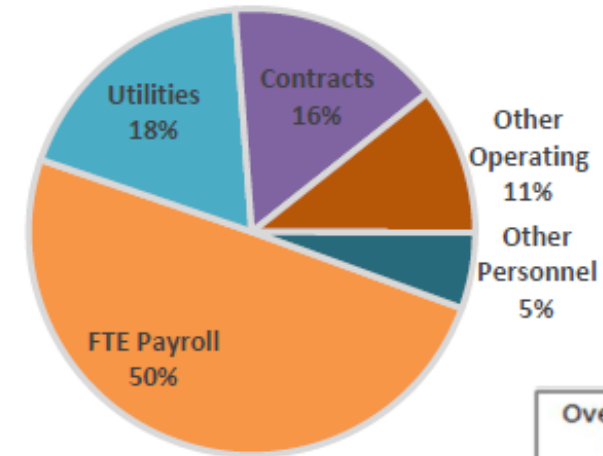
Mission:

The Administration Department is responsible for implementing Council initiatives and priorities.

	FTE
CITY MANAGER	1.00
ASSISTANT CITY MANAGER	1.00
ADMIN ASSISTANT	0.80
Grand Total	2.80



2020 Adopted Budget



	Actual Expenditure				Adopted Budget		2019 to 2020 Budget Changes		
	2016	2017	2018	Estimate 2019	2019	2020	Dollar		Percent
FTE Payroll	623,595	531,661	411,860	424,800	474,135	479,117	4,983	✓	1.1%
Other Operating	122,722	100,261	69,100	104,000	109,100	103,500	(5,600)	✓	-5.1%
Other Personnel	56,978	30,730	32,218	62,067	80,168	52,883	(27,285)	✓	-34.0%
Contracts	5,769	-	1,212	-	-	150,000	150,000	▶	100.0%
Utilities	132,764	162,410	176,519	169,000	160,000	178,500	18,500	▶	11.6%
Grand Total	941,829	825,062	690,909	759,867	823,403	964,000	140,597	▶	17.1%

Administration Division Department Review

Administration (City Manager)

- Overall Department expense budget up 141K, 17%
 - \$4.9K increase in **FTE Payroll costs** reflects COLA, with partial offset from benefits
 - \$5.6K reduction in **Other Operating** reflects reduction in Communications/Postage due to elimination of local newspaper advertising
 - \$27K reduction in **Other Personnel** reflects a reduction in recurring expenses in Wellness Program. This item may be moved to HR Dept. following budget adoption.
 - \$150K increase in **Contracts** reflects placeholder for Emergency Manager contract. Staff will present updated figures to Council once the contract details are known.
 - \$18.5K increase in **Utilities** reflects additional funds to absorb utilities service rate increase

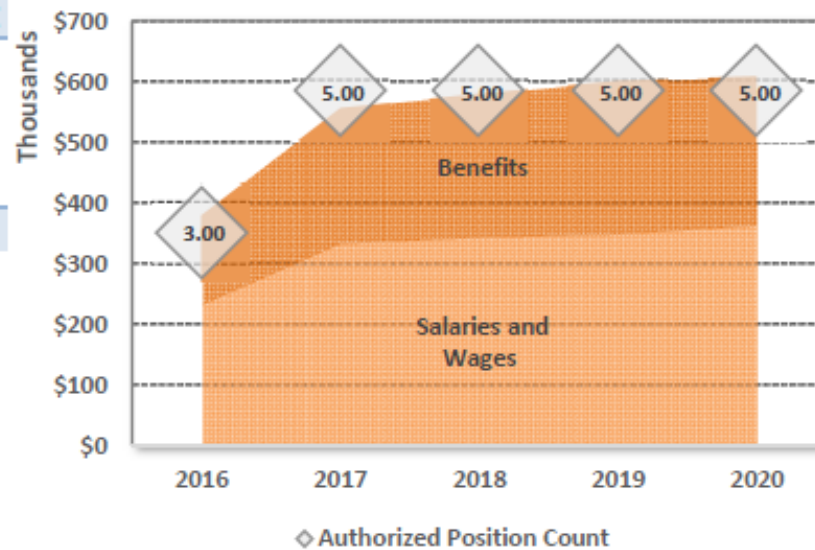
CITY CLERK

Mission:

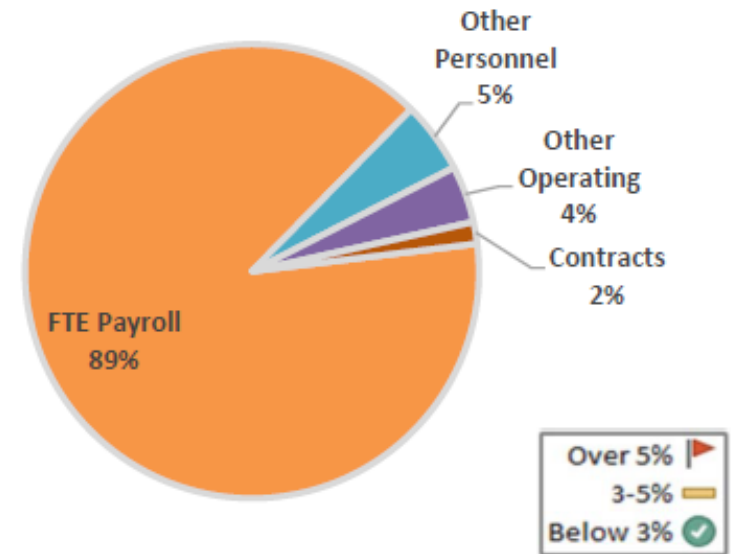
It is the mission of the City Clerk and her staff to provide municipal election services, maintain the official records of all City Council proceedings, and perform other state and municipal statutory duties for elected officials, voters, city departments, and the public, in order that they may be guaranteed fair and impartial elections and open access to information and the legislative process.

	FTE
CITY CLERK	1.00
DEPUTY CLERK	1.00
RECORDS MANAGER	1.00
CUSTOMER SERVICE REP	2.00
Grand Total	5.00

Budgeted FTE Payroll Costs and Personnel Count



2020 Adopted Budget



	Actual Expenditure				Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018	Estimate 2019	2019	2020	Dollar	Percent
FTE Payroll	363,157	536,780	537,316	542,720	598,817	606,018	7,201	1.2%
Other Operating	19,481	15,635	20,698	31,000	31,000	27,500	(3,500)	-11.3%
Other Personnel	30,169	38,060	31,839	31,911	31,911	34,641	2,730	8.6%
Contracts	2,509	9,121	9,845	10,510	10,510	10,510	-	0.0%
Grand Total	415,317	599,597	599,698	616,141	672,238	678,669	6,431	1.0%

Administration Division Department Review

City Clerk

- Overall Department expense increase of 6K, 1%
 - \$7K increase to **FTE Payroll** reflects regularly scheduled merit increases and COLA with partial offset from benefits expense reduction
 - \$3.5K reduction in **Other Operating** reflects prior-year purchase of non-recurring office equipment
 - \$2.7K increase in **Other Personnel** reflects increase to overtime
 - Status Quo figure for **Contracts** reflects voting machines lease expense

Administration Division Department Review

City Council

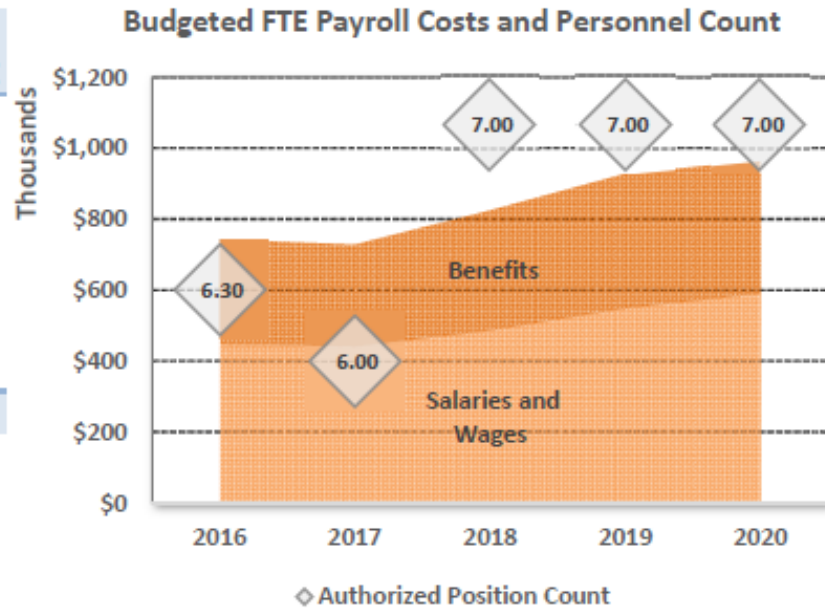
		2016	2017	2018	2019	2019	2020
		Actual	Actual	Actual	Estimate	Budget	Budget
Other Operating	Advertising & Promotion	58,048	56,491	47,383	55,500	55,500	55,500
	Communications/Postage	3,812	3,940	4,144	3,500	3,500	3,500
	Contingencies	6,362	13,351	4,346	60,000	60,000	60,000
	Office Supplies	1,303	986	491	1,500	1,500	1,500
	Office/Capital Expense	-	-	-	-	-	-
	Other Capital Equipment	-	-	-	-	-	-
	Stipened	-	6,300	11,725	11,250	11,250	11,250
Other Personnel	Clothing	-	-	-	1,000	1,000	1,000
	Dues & Subscriptions	6,587	6,447	7,331	7,500	7,500	7,500
	Training	2,250	1,859	1,475	5,000	5,000	5,000
	Travel & Transportation	11,985	11,337	13,670	20,000	20,000	20,000
Contracts	Contractual Services	-	-	-	-	-	-
	Professional Fees & Services	153,241	164,395	165,433	176,063	172,000	172,000
	Professional Fees: Gas Line D	13,462	1,120	-	10,000	10,000	10,000
Utilities	Electricity	-	-	-	-	-	-
	Heating	2,687	2,950	3,551	3,000	3,000	3,000
Grand Total		259,736	269,176	259,548	354,313	350,250	350,250

COMMUNITY DEVELOPMENT

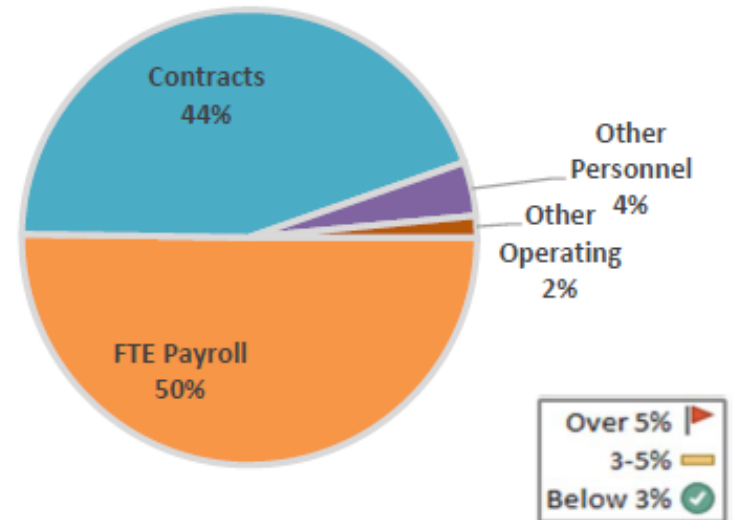
Mission:

To support community development that enhances the economy of Valdez, while protecting public health, safety and welfare, and ensuring compatibility with the Valdez Comprehensive Plan and applicable city codes. We strive to effectively deliver land-use and permitting information and serve all Valdez residents equally.

	FTE
DIRECTOR	1.00
SENIOR PLANNER	1.00
SENIOR PLANNER/GIS TECH	1.00
BUILDING INSPECTOR	1.00
GIS MANAGER	1.00
PLANNING TECHNICIAN	1.00
ADMIN ASSISTANT	1.00
Grand Total	7.00



2020 Adopted Budget



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	591,730	646,933	762,859	942,000	928,206	965,064	36,859	4.0%
Other Operating	26,941	32,981	13,283	34,750	32,100	29,350	(2,750)	-8.6%
Other Personnel	26,980	49,509	61,373	41,502	75,235	73,380	(1,855)	-2.5%
Contracts	83,293	110,989	92,005	122,000	578,900	853,900	275,000	47.5%
Grand Total	728,944	840,412	929,520	1,140,252	1,614,441	1,921,695	307,254	19.0%

Administration Division Department Review

Community Development (Planning)

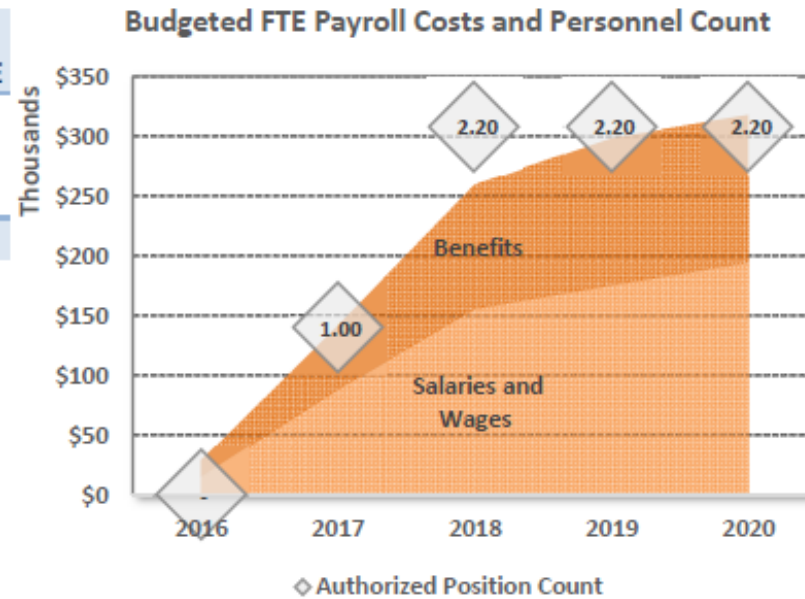
- Overall Department budget increase of \$307K, 19%
 - \$36K, 4% increase to **FTE Payroll** reflects COLA, scheduled merit increases, and partial offset from benefits
 - \$2.7K reduction in **Other Operating** reflects reduction based on prior-year non-recurring office and capital equipment purchases, with increases to Advertising and Promotion and Operating Supplies
 - \$1.8K reduction in **Other Personnel** reflects offsetting reduction to Temporary Wages and Overtime with increases to Travel and Training
 - \$275K increase to **Contracts** reflects \$500K for Comprehensive Plan, and a partial offset by \$225K reduction to Professional Services for survey work.

ECONOMIC DEVELOPMENT

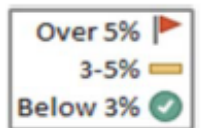
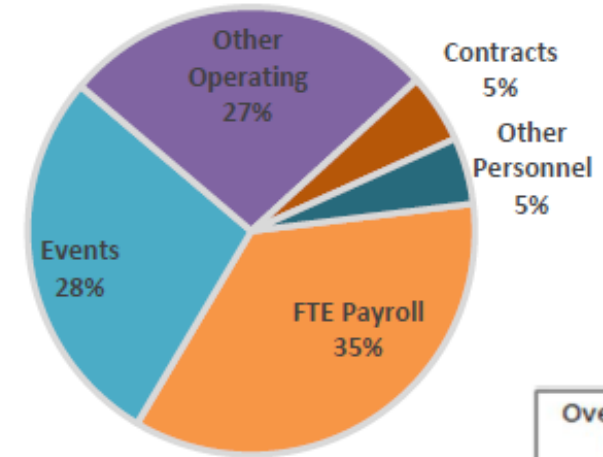
Mission:

The mission of the economic development department is to promote the City of Valdez through the attraction of new businesses and retention of existing businesses by providing the resources that enable and advance the well being of the community.

	FTE
ADMINISTRATIVE ASSISTANT	0.20
DIRECTOR	1.00
EVENTS COORDINATOR	1.00
Grand Total	2.20



2020 Adopted Budget



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes		
	2016	2017	2018		2019	2020	Dollar		Percent
FTE Payroll	40,818	94,499	241,568	282,104	298,665	317,683	19,018	▶	6.4%
Other Operating	23,578	10,274	25,097	57,300	108,750	241,990	133,240	▶	122.5%
Other Personnel	26,451	22,379	31,347	19,085	31,634	43,108	11,474	▶	36.3%
Contracts	215,391	96,621	11,836	60,000	95,000	45,000	(50,000)	✓	-52.6%
Events	145,669	45	222,398	239,408	239,408	247,730	8,322	▶	3.5%
Grand Total	451,907	223,818	532,247	657,897	773,457	895,511	122,054	▶	15.8%

Administration Division Department Review

Economic Development

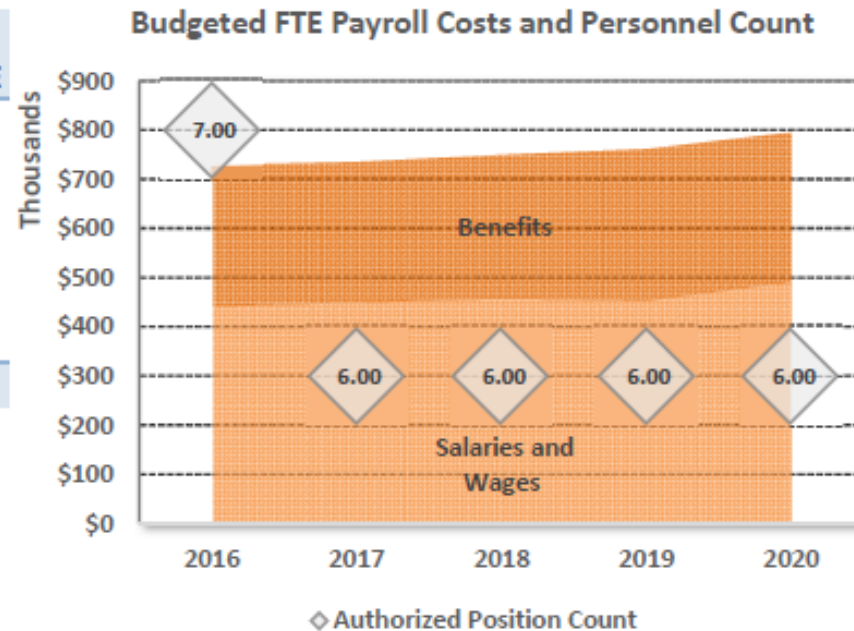
- Overall Department expense budget up 107K, 14%
 - \$19K, 6.4% **FTE Payroll** increase reflects budgeted expenses involving current Emergency Manager role in conjunction with COLA, partially offset by benefits reductions
 - \$133K increase to **Other Operating** comprised of:
 - *Capital Expense* increase of \$117K \$
 - \$50K increase for Beautification Façade Grants \$
 - \$47K increase for New Business/Expansion Grants \$
 - \$15K for Kelsey Dock Awnings
 - \$5K increase for Cruise Ship Lunch
 - Other contributions to increase include *Operating Supplies* increase for LEPC Grant, and increase to *Advertising and Promotion* for promotional material
 - \$11K increase to **Other Personnel** reflects increase to *Temporary Wages* offset by reductions to *Travel* and *Overtime*
 - \$50K reduction in **Contracts** reflects prior-year non-recurring study expenses
 - Staff will budget most studies and planning work in department budgets, rather than in Reserves.
 - \$8K increase in **Events** reflects
 - \$1K overall increase to five City Events and
 - \$7K overall increase to eleven City Sponsored Events

FINANCE

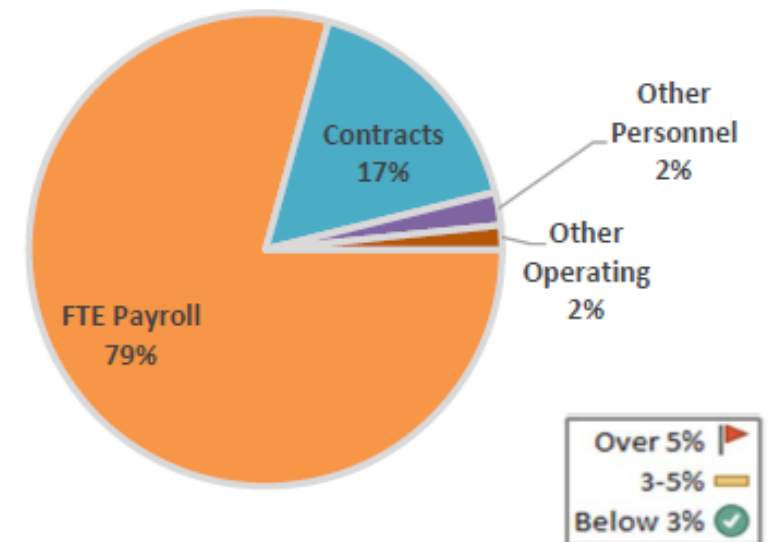
Mission:

The Finance Department's mission is to Maximize, Optimize and Preserve the City's Financial Resources

	FTE
DIRECTOR	1.00
COMPTROLLER	1.00
ANALYST	1.00
ACCOUNTANT III	1.00
ACCOUNTANT II	1.00
ACCOUNTANT I	1.00
Grand Total	6.00



2020 Adopted Budget



	Actual Expenditure				Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018	Estimate 2019	2019	2020	Dollar	Percent
FTE Payroll	720,693	677,433	741,526	697,346	760,995	795,080	34,085	4.5%
Other Operating	12,927	11,176	15,186	13,550	19,930	16,543	(3,387)	-17.0%
Other Personnel	14,632	16,411	4,673	23,379	28,040	22,414	(5,626)	-20.1%
Contracts	297,237	364,317	150,378	220,000	218,500	168,500	(50,000)	-22.9%
Grand Total	1,045,488	1,069,337	911,763	954,275	1,027,465	1,002,537	(24,928)	-2.4%

Administration Division Department Review

Finance

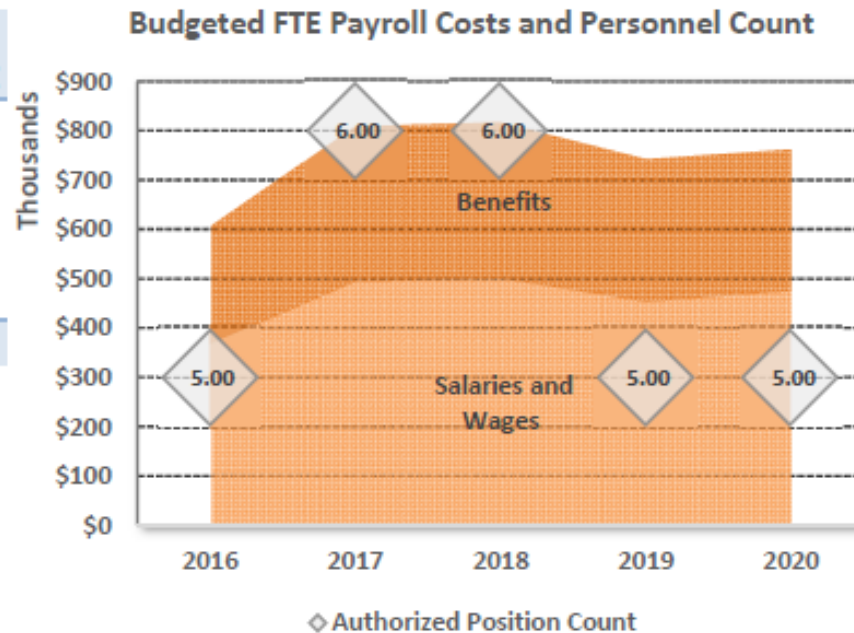
- Overall Department decrease of \$24.9K, -2.4%
 - \$34K increase in **FTE Payroll** reflects merit-based wage increase and COLA with partial offset from benefits
 - \$3.3K reduction in **Other Operating** reflects reduced to printer lease expense
 - \$5.6K reduction in **Other Personnel** reflects decrease to *Training* resulting from web-based training alternatives, partially offset by increase to *Travel & Transportation* to enable increased attendance in GFOA, AML and Caselle conferences.
 - \$50K decrease in **Contracts** reflects decrease to *Contractual Services* for prior-year budgeting of third-party procurement review.

INFORMATION SERVICES

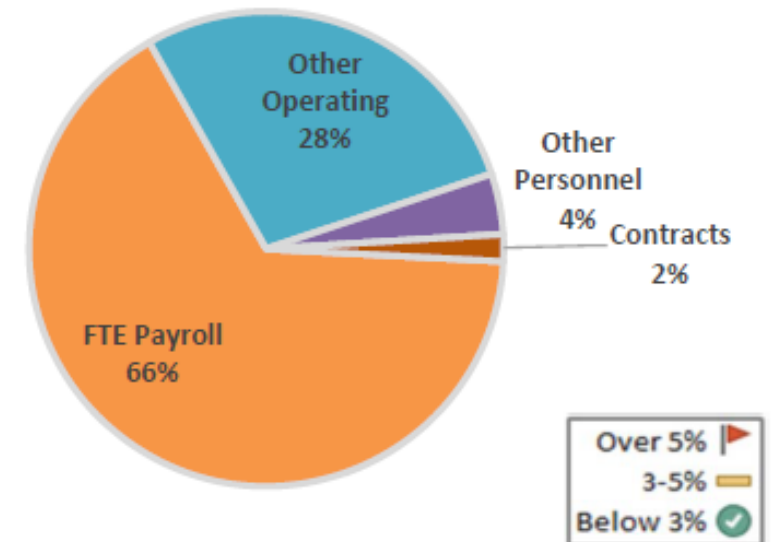
Mission:

The Information Technology Department provides leadership and coordination of technology initiatives within the city government.

	FTE
DIRECTOR	1.00
SYSTEM ADMINISTRATOR	1.00
DATABASE ADMIN	1.00
NETWORK ADMIN	1.00
SPECIALIST	1.00
Grand Total	5.00



2020 Adopted Budget



	Actual Expenditure			Estimate 2019	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	511,436	676,316	452,992	497,000	741,689	762,013	20,324	2.7%
Other Operating	149,307	131,774	124,772	342,353	293,785	324,430	30,645	10.4%
Other Personnel	38,494	19,659	21,613	28,348	49,525	47,720	(1,805)	-3.6%
Contracts	11,389	94,304	180,645	130,000	21,375	21,000	(375)	-1.8%
Grand Total	710,626	922,054	780,022	997,701	1,106,374	1,155,163	48,789	4.4%

Administration Division Department Review

Information Services

- Overall Department expense increase of \$48.7K, 4%
 - \$20K increase in **FTE Payroll** reflects COLA and scheduled wage increase with partial offset from benefits
 - \$30.6K, 10.4% increase in **Other Operating** reflects increases to *Communications/Postage* for CVT Dark Fiber, Phone Systems, and Public Wifi; offset by reductions to *Parts and Supplies for Equipment* and capital expense reductions
 - \$1.8K reduction in **Other Personnel** reflects elimination of *Overtime* expenses as all Information Department staff is salaried
- Status Quo **Contracts** reflects unchanged expenses related to cabling and printing contracts
- **Tech Reserve** appropriation is \$707K
 - Unencumbered fund balance is effectively ZERO.
 - Staff anticipates restoration of fund balance before 2020 upon closure and settlement of outstanding ransomware insurance claim.

Administration Division Department Review

Law

- Legal Department appropriation \$1,650,000
- Budgeted amounts and work plans are determined by Council in consultation with Brena, Bell & Walker

Budget Workshop Agenda

Thursday, October 17th, 2019

- Recap of Citywide Appropriations
- Administration Division - Human Resources Department
- Parks, Recreation, Cultural Services Division
 - Two maintenance projects
- Public Safety Division
 - Fire / EMS – 1 Department, 0.2 FTE addition, 1 contract-employee placeholder
 - Law Enforcement – 3 Departments
- Preview of Monday, October 21 Workshop